

The Washington State ARCHITECTS NEWS BULLETIN

A publication of the Washington
State Board for Architects

February 2014

What's new

Meeting date and location changes

Due to some scheduling conflicts, the meeting at Washington State University has been changed from September 19 to November 7. The September 19 meeting will take place in Olympia at the Department of Licensing with board members participating telephonically.

Visit the board's [website](#) for more information about meeting dates and locations as well as past meeting minutes and audio recordings.

Your board members:

Colin Jones, AIA, Chair – Seattle
Rick Benner, AIA, Vice Chair – Sumas
Roch Manley, AIA, Secretary – Vancouver
Neitha Wilkey, AIA, Chair – Lakewood
Blaine Weber, AIA, Member – Seattle
Scott Harm, Member – Tacoma
Linda Szymarek, Public Member – Shelton

2014 Board Meeting Schedule

Meeting agendas and minutes are published
on our [website](#) as they become available.
All meetings are scheduled to start at 9 AM

April 4	Columbia Basin College, Pasco
July 25	Western Washington University, Bellingham
September 19	Department of Licensing, Olympia
November 7	Washington State University, Pullman
2015 meeting dates will be set at the November meeting	

Tracking your Professional Development Hours (PDHs)

Neitha Wilkey, Board Member

As of 2012, the State of Washington requires architects to acquire 24 hours of professional development within your 2-year license renewal period. Sixteen of those hours are required to be related to health, safety and welfare. Random audits are conducted at the time of your architect's license renewal.

Members of AIA and NCARB are also required to complete professional development or continuing education. Be sure to check the specific requirements for each organization as they differ from Washington State.

Tracking your professional development is the sole responsibility of the architect holding the license.

Several people have mentioned their concern about properly tracking their hours for a potential audit. There is no one official way to track your professional development. AIA members will have a transcript which will suffice for a record.

The State of Washington allows a broad range of activities that qualify for professional development, while the AIA and NCARB only recognize hours spent on Health, Safety and Welfare. Each category has a maximum number of hours allowed. Be sure to review the website which lists the activities in detail at

<http://www.dol.wa.gov/business/architects/continuingeducation.html>. The website also has a form which you can use for tracking. It can be found at <http://www.dol.wa.gov/business/architects/architectaudits.html>.

I created a simple Excel worksheet that works for my tracking. It has columns for each allowed activity and the maximum hours I can claim for that activity. It has a column for tracking certificates when I receive them and if I need to follow up on a certificate. While not all the hours I log can be claimed due to limits in each category, it is easy to see when I have met the allowable hours.

<http://www.governor.wa.gov/boards/default.aspx>

My professional development has always been a natural part of my practice as an architect. While keeping track of what I learn is new, as you can see, it does not have to be difficult.

Year: 2013

Hours Allowed			Unlim.	16	8	8	8	8	8	8	4	8	8	8	8	8
Activity	Date	Cert.	Organized Course	Prep/present Professional Dev.	Publication or Present Technical Paper	Publication or Present of Authored Book	Professional Society	Board or Commission	Regulatory Board	Professional Examination Grading/Writing	Attendance at meetings of state board	One hour of work, outside normal work	One hour of Self Study	Professional/Technical Society	Pro-bono service 4 hrs=1pdt	Activity Involving Peer Interaction
Cal EMA Safety Assessment	1/18/13	X												7		
DOL Board Mtg	1/25/13								5							
WSCARB Mtg	2/14-16/13								12							
ARE Graphics Committee	4/25-27/13	X								12						
DOL Board Mtg	5/31/13								5							
NCARB National	6/20-22/13								9							
Classes:																
DOL Board	9/20/13								5							
ARE Graphics	10/10-12/13									12						
DOL Board	11/15/13								5							
Totals			0	0	0	0	0	0	41	24	0	0	0	7	0	0

News from NCARB

NCARB launches NCARB Blog

NCARB has just launched NCARB Blog, a social hub where professionals and educators can come together to explore industry trends. Find out more by visiting the NCARB [website](#).

Board members and staff attend the first NCARB Regional Summit

Board members Neitha Wilkey, Scott Harm, Linda Szymarek and assistant administrator Rick Storvick will attend the first ever NCARB Regional Summit in San Antonio, TX March 6-8. The conference will provide an introduction to NCARB for new board members Mr. Harm and Ms. Szymarek. All attendees will have the opportunity to attend regional meetings, workshops, and training in regulatory board essentials throughout the conference.

Complaints and disciplinary activity

The Washington State Board for Architects regulates the industry by investigating complaints of unprofessional conduct and incompetence against licensees, and issues of unlicensed practice. When a complaint is received by the board, an initial investigation is started to gather information about the situation, and usually involves contact with the subject of the complaint (the respondent).

Current Cases:

Unlicensed practice	6
Unprofessional conduct	19
Total open cases:	25

A board member is assigned as a case manager and serves as the technical expert. The investigation process can be lengthy and the case has several possible outcomes. The case may be closed by the board with no further action if not enough evidence is found to support the complaint or the respondent quickly remedies the situation. For more serious issues, the board may issue a statement of charges against the respondent, with sanctions for

each offense. The respondent has an opportunity for a settlement conference to negotiate the sanctions or can ask for a hearing. To see details of past and current disciplinary orders, visit our [website](#).

Use of the words “architect,” “architecture” and “architectural” is a common basis for unlicensed practice complaints. The board regularly reviews unlicensed practice cases where the respondent advertised as an architect. In each of these cases, the board clarifies the protected status of this language according to RCW 18.08.310 and asks for compliance.

- If the respondent complies with the law, if no evidence supports the allegation, or if the respondent was appropriately using licensed architects to provide the architectural services, the board closes the case with no further action.
- If the respondent fails to comply with the law, the case manager recommends charges, with a corresponding sanction.

At the January 24, 2014 meeting, the board closed one case:

Case	Allegation	Board Action
2013-06-0400-00ARC Dwight Studios Jon & Kristi Dwight	Unlicensed practice	The board received a complaint alleging the respondent was advertising as an architect, performed services as an architect, and registered as a business providing architectural services. An investigation revealed no evidence of advertisement as an architect. The services provided were not architectural practice and the respondent has removed “architectural services” from the business registration. The board closed the case due to a lack of evidence.

Licensee news

Congratulations! The Washington State Board for Architects and staff welcomed 41 new licensees to the profession between November 16, 2013 and January 31, 2014.

First License (14)	Reciprocal License (27)	
Brian M. Baker	Barbara Kay Anderson	John Harley Mahoney
Jonathan Davis Denton	Ann Marie Borys	James L. McClaren
Trevor Oran Dykstra	Colbi Brett Cannon	Lynn Marie Peters
Jan Peter Ekland	Baron Hersherberger	Don J. Rorschach
David Ronald Fish	Mary K. Hogue	Darlene Lynn Rutkowski-Hanks
Mary A. Gibson	Lawrence Lee Huber	Louise Marie Schlatter
Gordon B. Hicks	Scott B. Hunter	Ronald Raymond Stotser
Benjamin James Humphrey	Dustin Sean Johnson	Suzanne Sowinski Sullivan
Brian L. Johnson	Charles Byron Johnston	Mirek Edward Szadkowski
Megan Katherine Mackenzie	Daniel Philip Keating	David Ross Taber
Kyle Joseph Philips	Raymond Joseph Kistler	Ana Rabelo Wallrapp
Michael J. Rausch	Douglas Dale Kleppin	Brent Young
Michale Edward Tetzloff	Joseph M. Kunkle	Xiaoguang Zhang
JaclynnMarie Treat	Jacklyn Marie Laing	

Professional Development Requirements

How many hours of professional development activities do I need?	You need to accumulate 24 professional development hours (PDH) over your 2-year renewal period. At least 16 PDH must address public health, safety, and welfare.
Where can I find a list of activities or classes?	Contact your professional associations (e.g. <u>American Institute of Architects Washington Council</u> , <u>American Institute for Architects</u>) and related professions (e.g. <u>National Society of Professional Engineers</u>). Look at the list of qualifying activities on our <u>webpage</u> . It's possible that many of your existing activities qualify and you just need to record them.
How do I record my hours?	Keep track of the classes you attend or the activities you participate in – you can use your own method, the <u>worksheet</u> provided by the board or the <u>American Institute of Architect Continuing Education System</u> . Keep receipts or certificates of completion. If you don't have these records, keep the agendas, handouts, copies of book covers, etc. to show you were involved in the activity. You should keep these records for 5 years.
What if I get audited?	You'll be asked to submit your records and supporting materials. If the board determines you are missing hours or some of your activities don't qualify, we may require you to make up the shortage.
When do I start recording my hours?	Start recording your PDH now. The audits started July 2013.
What if I have more questions?	1) Visit the board's <u>website</u> : we have examples of qualifying activities, sample record keeping forms, and more. 2) Review the new <u>rules</u> , especially sections 308-12-250 through 308-12-290.

Do your fellow architects get these announcements?

They should. Please tell them to sign up to the Architects' ListServ electronic mailing list. They can join the Listserv by visiting our [website](#) and following these steps:

- Click "What's New", and select "Join Mailing list"
- Select the ListServ® link
- Select the "Join or leave the list (or change settings)" link
- Enter your email address and name, then select the join list button
- You will be sent a confirmation email, and then you will be added to the list

Skip a trip – go online: www.dol.wa.gov

We are committed to providing equal access to our services.

If you need accommodation, please call 360-664-6597 or TTY 360-664-0116.

Washington Board for Architects		Department of Licensing
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